

1. Who takes the KOSSA?

Senior Preparatory Students enrolled in programs where a KOSSA is available must take the KOSSA if they are not taking an approved industry certification and have not previously passed KOSSA. Underclass Preparatory Students may also take the KOSSA but will not be included for accountability reporting until their senior year.

*Note: Student identified in the 1% population that take alternate assessment should **not** take KOSSA.*

2. What is the definition of a preparatory student?

A preparatory student is one who has completed two career and technical education credits in a preparatory program and is currently enrolled in at least the third credit course(s).

3. What trainings are available and required to administer KOSSA?

All staff who administer, proctor or work with KOSSA testing in any capacity must complete KDE's Administration Code and Inclusion of Special Populations Trainings. These trainings can be located on the KDE web site at:

<http://education.ky.gov/CTE/kossa/Pages/default.aspx>

<http://education.ky.gov/AA/distsupp/Pages/AdminCode.aspx>

4. Where can I find additional information and procedures relating to KOSSA administration?

Refer to the KOSSA Test Coordinator and Administrator Manual on the KOSSA webpage.

http://education.ky.gov/CTE/kossa/Documents/KOSSA_Testing_Manual.pdf

5. Are there any special IT requirements for KOSSA Online?

Visit the KOSSA webpage to access [KOSSA ONLINE IT REQUIREMENTS](#). Read these requirements, work with your school IT coordinators to ensure all requirements are met and run the KOSSA Online Sample Test on every device that will be used for testing.

<http://education.ky.gov/CTE/kossa/Pages/default.aspx>

6. Can calculators be used on KOSSA?

Calculators may be used on the KOSSA. Refer to the [KDE Calculator Policy](#) for list of approved calculators for state assessments. Office of Assessment and Accountability Calculator Use Policy for State Testing.

<http://education.ky.gov/AA/Assessments/Documents/KDE%20Calculator%20Policy%20August%202015%20%20final.pdf>

7. Is there a deadline for completing test administration trainings?

All assessment related trainings and documentation must be completed prior to test administration at the local level.

8. When is the KOSSA testing window?

The KOSSA testing window is February 1 – March 31.

9. Will the KOSSA test be administered online?

Yes, the KOSSA is administered using an online system, E-SESS, provided through Technological Fluency Institute (TFI).

10. Will KOSSA sample tests be available?

An online sample test is available allowing students to practice using the online environment and experience samples of the multiple choice scenarios and stand-alone multiple choice test format.

The online sample test is available at <http://techfluency.org/esess/> and can be accessed using the following login information:

Organization	KOSSA
Name:	
First Name:	Sample
Last Name:	Sample
Password:	Sample

11. Is the test timed?

Yes. Students will have a maximum of two hours to complete the multiple choice scenario and stand-alone multiple choice test. Accommodations for extended time shall be consistent with a student's current IEP, 504 Plan or PSP.

Note: Extended time information must be identified in Infinite Campus (IC) by January 15 so it can be uploaded to the online system for testing.

12. What is acceptable practice for preparing students for the KOSSA?

Detailed test preparation policies are addressed in the Administration Code Regulation Training. It is acceptable to have ongoing regular review of yearlong content, embed test taking strategies in regular content instruction, and administer KOSSA like assessments throughout the year.

13. Can the test be given in two sessions? Example: Multiple Choice Scenarios in one session and stand-alone multiple choice questions in another session.

No. Once the student begins the test, they must complete it in one two-hour testing session.

14. What is the blueprint of the test?

All KOSSA tests will include multiple choice items linked to Multiple Choice Scenarios and stand-alone Multiple Choice Questions. Each assessment will include a total of 120 items of which 100 items will be point bearing and 20 items will be pilot items or zero point bearing items. The test will consist of 50% of items based on Occupational Standards, 25% of items based on Academic Standards and 25% of items based on Employability Standards.

15. How do I determine which KOSSA assessments are available?

Refer to the current year Valid Industry Certification and KOSSA List for a current alignment of approved Industry Certifications and KOSSAs by CTE Program/CIP Code. <http://education.ky.gov/CTE/kossa/Pages/ValidKOSSAList.aspx>

16. Can students take the KOSSA more than one time?

Preparatory Students who test prior to their senior year may take the KOSSA again as a senior, if they did not pass it the first time.

17. Can students retest during the testing window?

No. The system does not allow for students to retest during the testing window.

18. Can a student test in more than one KOSSA test area?

While it is not required, students may take one test in each area where they have reached preparatory status. A test ticket will be generated for each area in which a student is marked preparatory in TEDS. Prior to the testing window, Test Administrators should work with students who are preparatory in multiple areas to identify which test(s) they wish to take.

19. How do I register students for the KOSSA?

Students must be identified in TEDS as Preparatory by January 15 to assess during the current school year testing window. KOSSA Test Coordinators must work with their TEDS Coordinator to ensure all student information is accurate in TEDS before the January 15th deadline by verifying students' preparatory status, pathways and assessments. A data file of Preparatory students will be generated after January 15 and uploaded to the online testing system at the state level.

Note: If a pathway has multiple KOSSAs aligned, go to the KOSSA registration page in TEDS to change the KOSSA, otherwise the default KOSSA will apply.

20. Will I be able to add students for testing after January 15?

No. In order to upload students to the online testing system and ensure test tickets are generated, only students marked in TEDS as Preparatory by January 15 will be eligible to test. Additional information related to this deadline will be sent to KOSSA Coordinators and TEDS Coordinators.

21. Can State Area Technology Centers and Locally Operated Centers administer tests to students at their feeder school?

It is acceptable for State Area Technology Centers and Locally Operated Centers to coordinate administration of the KOSSA at the feeder school.

22. Can we offer a makeup test session?

A makeup test session may be scheduled for students who are absent during the initial test session. KOSSA Coordinators are responsible for scheduling all KOSSA testing during a school's identified consecutive two-week KOSSA testing window. Special care should be taken to ensure the students who have completed the test do not discuss test content with students who will test in the makeup test session. Students should be reminded that the content of the test(s) should not be discussed at any time with others.

23. Will the students receive their results immediately?

No. Results will be released after the close of the testing window. The target date for releasing scores is April 16. Once KOSSA results are released, School KOSSA Coordinators will have access to the results and are responsible for distributing the information to all stakeholders.

24. How will results be received?

KOSSA results will be available through the online testing system, E-SESS.

25. Will students still receive KOSSA certificates?

Yes, beginning in 2015-16 KOSSA Coordinators now have access to KOSSA Certificates in E-SESS for those students that have passed KOSSA. KOSSA Certificates will be available in E-SESS after results are released.